

**Michigan Department of Transportation**  
**Vendor Selection Process**  
**for**  
**Detailed Pavement Surface Measurement and Roadway Imaging Collection**  
**Requisition #706**  
**DRAFT**  
**INSTRUCTIONS FOR SHORT-LISTED VENDORS**  
**August 30, 2011**

**THIS IS A DRAFT VERSION** of the required remaining procedures and associated deadline dates for the Michigan Department of Transportation (MDOT) vendor selection process. Exhibit C of the *Vendor Selection Guidelines for Service Contracts for MDOT* document has been modified for use in determining final qualifications for this service, and is included under “Scoring Criteria” within the RFP document posted on the MDOT website. Final Vendor evaluation scoring will take into account all qualification requirements for test route process & collected data, software, and oral presentation as described in the RFP Scoring Criteria, RFP Scope of Work, and in this document. **WHILE IT IS THE INTENDED THAT THE STATED SCHEDULE AND PROCEDURES HEREIN WILL REMAIN INTACT, EXACT DATES WILL BE FINALIZED AFTER MDOT REVIEW AND SCORING OF THE SUBMITTED PROPOSALS AND DETERMINATION OF THE FINAL VENDOR SHORT LIST.**

Questions relative to the scope of services shall be submitted by e-mail to Daniel J. Sokolnicki, MDOT project manager ([sokolnickid@michigan.gov](mailto:sokolnickid@michigan.gov)), at least five MDOT working days prior to the sealed bid due date. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of Vendors submitting questions will not be disclosed.

**SELECTION PROCESS SCHEDULE SUMMARY**

- **Submit Proposal** **September 2, 2011**
- **Short-Listed Vendors Contacted** **October 24, 2011 (Tentative)**
- **Submit Pavement Condition Data/Image-Viewing Software (14 copies).**
  - **Due to MDOT by 3 PM, October 31, 2011 (Tentative)**
- **Perform On-Site Vehicle Demo. & Test Route Data Collection**
  - **October 17 - November 7, 2011 (Tentative)**
- **Submit Test Route Data**
  - **Due to MDOT 1 week after test route collection.**
- **Perform On-site Oral Presentation (2 hours)**
  - **November 7 – November 21, 2011 (Tentative)**
- **Submit Sealed Bid**
  - **Due to MDOT by 3 PM, November 30, 2011 (Tentative)**

MDOT reserves the right to eliminate from further consideration any firm that does not meet the scheduled deadlines above once finalized after determination of short list.

Expenses incurred for the creation, submittal, demonstration, and presentation of required materials, software, and data are the responsibility of the vendor; there will be no compensation from MDOT.

**SUBMISSION OF VENDOR'S FULLY-FUNCTIONAL SOFTWARE (14 COPIES)**

MDOT intends to both investigate the submitted software from a user standpoint in preparation for oral presentations, and to use it for viewing of the Vendor's test route data for quality verification. Qualification scoring for the "Presentation – Software" Section of the RFP Scoring Criteria will be based, in part, on evaluation review of the submitted software. (Evaluation of subsequent oral presentations will make up the remainder.) Basis of software evaluation will include, but will not be limited to, the following:

- General software functional capabilities in relation to Scope of Work requirements, performance features, usability, and related quality.
- Capability/functionality associated with roadway/pavement image viewing.
- Capability/functionality associated with creation of roadside feature inventories.
- Internet managed host service for all-MDOT PhotoLog use.

The (14) advance software demo copies shall be accompanied by documented explanation of:

- Licensing requirements for your software and equipment, and if they are proprietary.
- Your capability and process to respond to technical questions, equipment issues, user operation issues, etc.
- Platform, data storage environment, capacity, networking capability, etc.

### **ON-SITE VEHICLE DEMONSTRATION & TEST ROUTE COLLECTION**

Vendors shall come to Lansing with their respective collection vehicles to demonstrate vehicle system configuration/operation and to collect data on a local test route chosen by MDOT. Individual 3.5-hour (maximum) sessions are scheduled as follows:

<b><u>Day/Date</u></b>	<b><u>Vendor</u></b>	<b><u>Session</u></b>	<b><u>If Weather-Delayed</u></b>
TBD	TBD	TBD	TBD

(Tentatively scheduled for October 17 – November 7, 2011)

(MDOT reserves the right to eliminate from further consideration any firm that does not reasonably accommodate the specified schedule above. The MDOT project manager will be the main contact for coordination of the schedule.)

Each Vendor vehicle demonstration and test route collection process will be evaluated and scored using the “Presentation – Collection Equipment & Process” Section of the RFP Scoring Criteria. Areas to be considered in the evaluation will include, but not be limited to, the following:

- Presented/demonstrated level of vehicle system’s appropriateness for data collection as specified in the RFP Scope of Work.
- Operator familiarity and knowledge levels related to vehicle system operation and requirements for MDOT field collection.
- Explanation/demonstration of in-field quality control and troubleshooting procedures.
- Demonstrated level of vehicle system’s ability to accept and utilize MDOT-supplied GIS referencing data describing the test route section locations.

The MDOT test route is located within an approximate 8-mile radius from the MDOT Construction & Technology Building in the SW Lansing area. Specific description of the route will be provided (via CD) to each Vendor at the beginning of the scheduled session. Three data files will be provided at that time: DemoRoute.shp, DemoRoute.shx, and DemoRoute.dbf. The files will be based on D\_WGS\_1984 datum, ESRI shape format, and GCS\_WGS\_1984 coordinate system (decimal degrees, no projection).

Up to two MDOT employees shall be accommodated to accompany the vendor’s representatives in the collection vehicle during the test route run.

The Vendor’s test route run shall include collection of specific data (listed further below). Certain data items shall be downloaded & delivered to MDOT immediately following the test route collection. Other data shall be processed and delivered to MDOT within one week after the test route collection.

## **SUBMISSION OF TEST ROUTE DATA**

Each Vendor shall submit to MDOT the processed data listed below, organized for each defined test route segment. MDOT will be evaluating these data based on, but not limited to, format requirement conformance, accuracy, quality, and consistency. The “Presentation – Collection & Presentation of Data” Section of the RFP Scoring Criteria will be utilized for evaluation scoring of the submitted data.

All Vendor data shall be referenced to both GPS coordinates and MDOT linear mileage referencing system to enable MDOT review via Vendor-supplied and/or MDOT software.

- **Due At Completion of Test Route Collection:**
  - Digital Images (Forward-/Rear-Facing ROW Views & Pavement Down View)
  - Longitudinal Surface Profile Measurement for both wheelpaths - in .erd format for ProVAL software use. (IRI)
  - Global Positioning System (GPS) Coordinates
- **Due Within One Week After Test Route Collection:**
  - Surface Distress Survey/Characterization (Type/Severity/Extent)
  - Transverse Surface Profile – Wheelpath Rut Measurement
  - Surface Profile - Joint/Crack Fault Measurement
  - Grade and Curvature Measurement

Surface distress survey data shall be produced and formatted according to the RFP Scope of Work’s ATTACHMENT F (File Formats of Location Referencing, Distress, and Sensor Data) and ATTACHMENT G (Distress Manual for Surveying of Pavement Surface Images).

Wheelpath rut, joint/crack fault, and Grade/Curvature measurements shall be formatted and reported as specified within the RFP Scope of Work’s ATTACHMENT F (File Formats of Location Referencing, Distress, and Sensor Data)

## **ON-SITE ORAL PRESENTATION**

Each short-listed Vendor shall come to Lansing and make a formal 2-hour oral presentation (to include at least 1/2-hr. for questions/answers). The tentatively scheduled timeframe for presentations is November 7 – November 21, 2011. Qualification scoring for the “Presentation – Software” (in part) and the “Presentation – Additional Items” Sections of the RFP Scoring Criteria will be based on oral presentation evaluation. **The oral presentation shall utilize the data collected on the MDOT test route**, and shall address at least the following issues:

### **General Information:**

- Overview of Vendor technology, capability, and experience related to this service.
- Description/explanation of techniques utilized/proposed for the various Scope of Work-required data measurements (including surface distress survey processes - both manual via workstation-based image viewing, and automated via software recognition.)
- Quality Control processes.
- Client Base.

### **Presentation of Test Route Data Using Vendor Software:**

- General software functional capabilities and performance features.
- Functionality for surface distress surveying.
- Demonstration of proposed Internet managed hosting service to meet contract Scope of Work-defined requirements for all-MDOT roadway image viewing (PhotoLog).
  - Functionality for locating (via both MDOT linear referencing and GIS) & viewing roadway/pavement images.
  - Varying interval length between successively displayed images.
  - Functionality for user creation of roadside feature inventories.

### **Additional Items**

The Vendor may explain/demonstrate other capabilities or software features applicable to this service not explicitly required for address within the presentation. (Display of non-MDOT data may be utilized for this purpose.)

#### Question/Answer Period

The last half-hour of the presentation will be for Vendor response to questions from the MDOT Selection Team. The Vendor shall be prepared to discuss/explain issues related to all portions of the qualifications evaluation process including, but not limited to:

- Initially submitted proposal document contents
- Submitted software & associated explanatory documentation
- Vehicle collection/measurement process & related technologies
- Surface distress surveying procedures & technology
- MDOT verification results from examination of submitted test route data
- Internet managed hosting service for PhotoLog

#### **SUBMISSION OF SEALED BID**

A *Vendor Pay Item Bid Sheet* (ATTACHMENT D of the RFP Scope of Work document) shall be completed in accordance with the “*Guidelines for Completing a Low Bid Sheet and Acceptance/Rejection of Bids*” document (available on the MDOT website) for the services to be provided, and must be submitted directly to **Secretary, Contract Services Division** at the address below by **3 PM, November 30, 2011 (Tentative)**. The bid sheet(s) must be submitted in a sealed manila envelop, clearly marked in large red letters “**SEALED BID – TO BE OPENED ONLY BY AMY MELDRUM.**” The Vendor’s name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in the bid being opened erroneously by the MDOT mail room. Bid sheet(s) shall be sent to:

##### Regular Mail:

Secretary, Contract Services Division  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

##### Overnight Mail:

Secretary, Contract Services Division  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

***NOTE: MDOT is currently transitioning to an electronic bid submission process. This specific service selection effort, being executed simultaneously, may be adjusted to comply with that newer submission process after the Vendor short list is finalized.***

***Until further notice, however, this selection effort will continue with utilization of the hard-copy bid submission process described herein.***

Only bids of short-listed Vendors that meet all qualification requirements based on MDOT scoring of the test route process & collected data, equipment/software, and oral presentation will be opened. MDOT will post the date of the bid opening on the MDOT website at least two business days prior to the bid opening. The vendor with the lowest bid will be selected. The selected vendor will be contacted to confirm capacity.